

COMMONWEALTH OF VIRGINIA

REHABILITATIVE SERVICES INCENTIVE FUND TO ADDRESS UNMET OR UNDERSERVED NEEDS OF PERSONS WITH PHYSICAL AND/OR SENSORY DISABILITIES

FY 2001

DSB GRANT APPLICATION PACKAGE

PAGES ii.-iv. TO BE COMPLETED BY BOARD
PAGES 1-6 TO BE COMPLETED BY SUBGRANTEE

TO BE CONSIDERED FOR FUNDING, THE DSB MUST MAIL
PROPOSALS TO BE POSTMARKED BY:

FEBRUARY 23, 2000

SEND ORIGINAL AND 6 COPIES (NO FACSIMILES) TO:

Ms. LADONNA ROGERS
DEPARTMENT OF REHABILITATIVE SERVICES
P.O. Box K300 8004 FRANKLIN FARMS DRIVE
RICHMOND, VIRGINIA 23288-0300

VOICE/TTY(804) 662-7154 TTY(800) 464-9950 VOICE(800) 552-5019

DISABILITY SERVICES BOARD NAME: _ _

REHABILITATIVE SERVICES INCENTIVE FUND FY 2001 DSB GRANT APPLICATION

To address unmet or underserved needs of persons with physical and sensory disabilities

Please type application and complete all sections.

Application must be submitted in this format. Application available on diskette.

SUMMARY SHEET

DSBs must provide local matching dollars to access the State RSIF. The local match may be either public or private funds, or a combination. State dollars may not be used to match State RSIF grant funds and match may not be in-kind. Certification of the commitment of local matching funds and that those dollars will be provided to the Subgrantee during the grant period, including both public appropriations and private donations, must be provided in writing from the provider of the local match.

List the Subgrantee(s) and requested funding amount(s):

NUMBER OF PROPOSAL AND SUBGRANTEE	STATE RSIF FUNDING REQUESTED	LOCAL MATCH
#1		
#2		
#3		
#4		
#5		
#6		
#7		
#8		
TOTAL DISABILITY SERVICES BOARD GRANT FUNDING		

**REHABILITATIVE SERVICES INCENTIVE FUND
FY 2001 DSB GRANT APPLICATION**

To address unmet or underserved needs of persons with physical and sensory disabilities

SIGNATURE SHEET

THIS PAGE TO BE COMPLETED BY THE DISABILITY SERVICES BOARD

OFFICIAL NAME OF DISABILITY SERVICES BOARD	STREET ADDRESS AND PO BOX (IF APPLICABLE)	
CHAIRPERSON'S NAME	CITY	ZIP
TELEPHONE NUMBER	FAX NUMBER	E-MAIL (IF APPLICABLE)

FISCAL AGENT INFORMATION

The Fiscal Agent must be a local government entity who agrees to manage the financial aspects of the grant, assure accountability for funds expended, and maintain records on behalf of the DSB.

CONTACT PERSON 'S NAME	STREET ADDRESS AND PO BOX (IF APPLICABLE)	
GOVERNMENT AFFILIATION	CITY	ZIP
TELEPHONE NUMBER	FAX NUMBER	E-MAIL (IF APPLICABLE)

CERTIFICATION OF INFORMATION

I certify that the Disability Services Board is organized in accordance with the Code of Virginia and that this grant application complies with the Rehabilitative Service Incentive Fund Guidelines as approved in October 21, 1999. I confirm that local matching dollars have been committed for this project. The confirmation letter is attached.

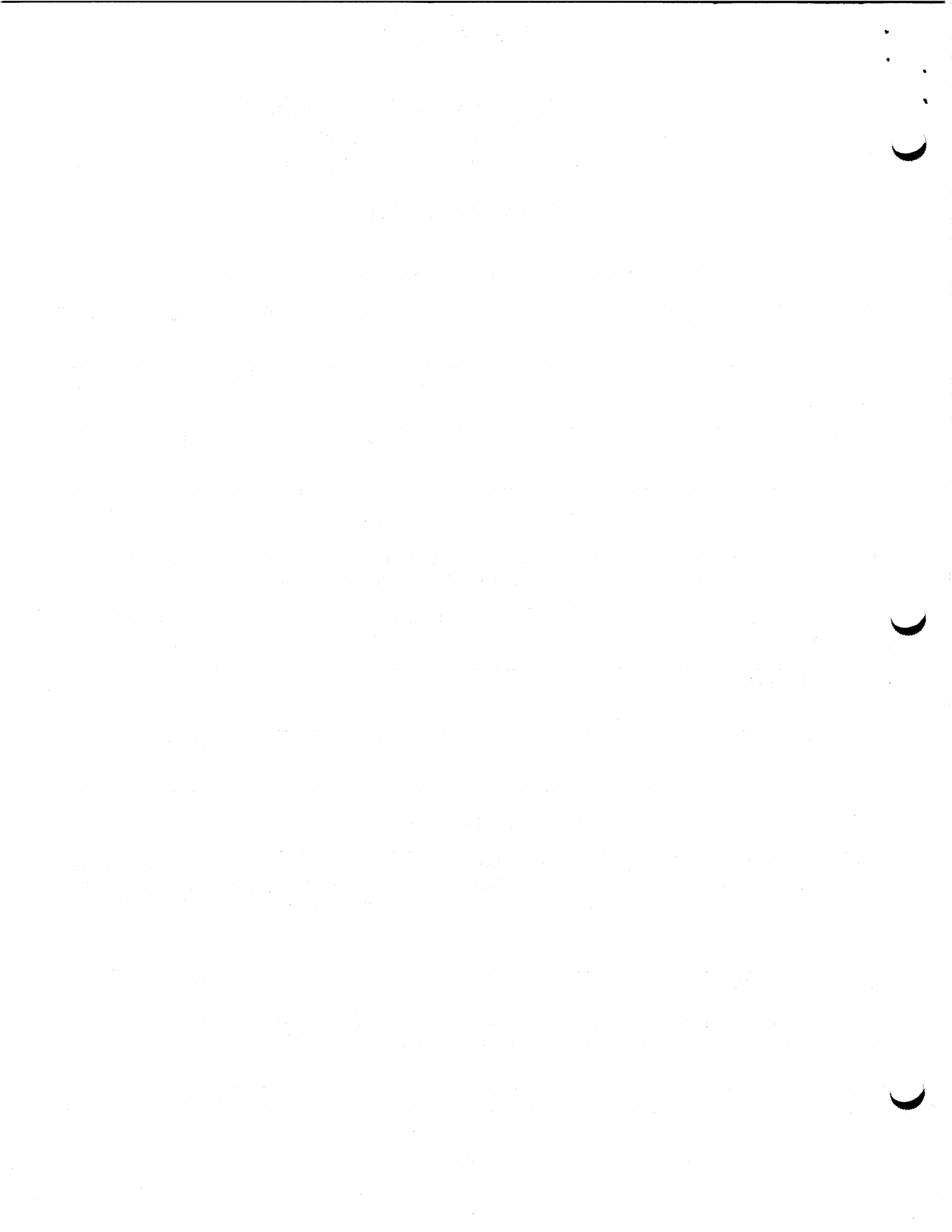
DSB CHAIRPERSON

DATE

I agree to perform the duties of Fiscal Agent as defined in the Rehabilitative Service Incentive Fund Guidelines for the Disability Services Board as proposed in this grant application.

FISCAL AGENT

DATE



DISABILITY SERVICES BOARD: _____

**REHABILITATIVE SERVICES INCENTIVE FUND
TO ADDRESS UNMET OR UNDERSERVED NEEDS OF
PERSONS WITH PHYSICAL AND/OR SENSORY DISABILITIES**

FY 2001

SUBGRANTEE APPLICATION PACKAGE

APPLICATION AVAILABLE IN ALTERNATIVE FORMAT FROM YOUR
LOCAL DISABILITY SERVICES BOARD UPON REQUEST.

TO BE CONSIDERED FOR FUNDING,
PROPOSALS TO BE POSTMARKED TO THE DSB BY:

_____, 2000

SEND ORIGINAL AND 6 COPIES (No FACSIMILES) TO:

NAME: _____

ADDRESS: _____

PHONE: _____

DISABILITY SERVICES BOARD NAME: _____

REHABILITATIVE SERVICES INCENTIVE FUND FY 2001 SUBGRANTEE APPLICATION

To address unmet or underserved needs of persons with physical and sensory disabilities

Please type application and complete all sections. Submit original and six copies.
Application must be submitted in this format only. Application available on diskette.

SUBGRANTEE	STREET ADDRESS AND PO BOX (IF APPLICABLE)	
CONTACT PERSON AND/OR DIRECTOR	CITY	ZIP
TELEPHONE NUMBER	E-MAIL (IF APPLICABLE)	FAX NUMBER

I certify that all information provided in this proposal is factual and that the organization is able to achieve the results described within the required timeframe for the RSIF. I understand that this is a reimbursement grant. Certification of the commitment of local matching funds and that those dollars will be provided to the Subgrantee during the grant period, including both public appropriations and private donations, is be attached on letterhead from the provider of the local match.

SUBGRANTEE SIGNATURE

DATE

Type of Proposal: ☐ One-Year Project ☐ Two-Year Project ☐ Three-Year Project

Has the project been funded previously? ☐ Yes ☐ No How many times (total years) _____

PURPOSE

Provide a *Purpose Statement* for the project.

PROJECT DESCRIPTION

The Project will support needs of persons with physical and/or sensory disabilities in your community by improving services in which of the following areas:

- ☐ Transportation
- ☐ Employment
- ☐ Housing
- ☐ Assistive Technology
- ☐ Case Management

- ☐ Public Awareness of Disabilities
- ☐ Assisted Communication
- ☐ Independent Living Services
- ☐ Other _____

PROJECT DESCRIPTION (CONTINUED)

Describe in concrete terms how the requested funds will be used. Define the goals of the project. What equipment, services, or programs will be provided?

IMPACT OF PROJECT ON PEOPLE WITH PHYSICAL AND SENSORY DISABILITIES

In measurable terms, describe how people with physical and/or sensory disabilities will directly benefit from the project. How will this proposal increase the availability, accessibility, and/or quality of services in your community? How many people will receive services? See Application Criteria in the RSIF Guidelines.

IMPLEMENTATION PLAN

Provide a brief timeline for the project. What experience does the organization have that contributes to the success of the project? What steps will be taken once the funds are received? Discuss how the proposed project will be implemented within the planned grant period.

NEEDS ASSESSMENT FINDINGS

Describe how the proposed project responds to the 1997 needs assessment findings of the local DSB. You may obtain a copy from the local DSB. A guiding principle for the RSIF is to serve as a first step in the development of a community-based, consumer-focused service delivery system for people with physical and sensory disabilities.

COMMUNITY COLLABORATION

The RSIF Guidelines emphasize inter-organizational coordination and resource pooling in the development of RSIF projects. Additionally, a guiding principle of the RSIF is collaboration or delivery of services across programmatic, DSB or other jurisdictional boundaries. Describe how the proposed project involves community organizations, consumer groups, businesses, and/or government organizations. Collaboration is a necessary factor in funding approval for transportation projects.

FUNDING BEYOND THREE YEARS

See Section 3.2, page 4, of the RSIF Guidelines and provide required justification of further funding.

BUDGET INFORMATION – ONE YEAR PROJECTS

ALL ITEMS MUST BE PURCHASED IN ACCORDANCE WITH THE STATE PUBLIC PROCUREMENT ACT

JUNE 1, 2000 TO MAY 31, 2001

PROJECT FUNDING Itemize each project expense	RSIF DOLLARS REQUESTED	LOCAL CASH MATCH	TOTAL
PURCHASE OF SERVICE: RSIF funds may be used to purchase units of a service. For example: # transportation trips. Give a brief description of the service, # of units to be provided and cost per unit.			
CONSULTANTS: RSIF funds <u>may not</u> be used in one-year projects to cover the costs of personnel for the organization. Provide the consultants hourly or daily rate and number of work hours/days planned.			
EQUIPMENT: List the equipment requested.			
OTHER: RSIF funds may be used to reimburse such costs as printing, postage, office supplies, telephone, travel reimbursement @ \$.27/mile. List below:			
TOTAL			

Note the following:

- This is a reimbursement grant, with payment made after the service is provided.
- These figures will become part of a State Contract between the DSB, DRS and the Subgrantee.
- The total for the local match column should equal only the percentage of local match required for your grant. Match cannot be in-kind or state funds.
- The grant contract is for Fiscal Year 2001. All services must conclude by May 31, 2001, and all invoices for goods and/or services must be received by DRS by June 9, 2001.

BUDGET INFORMATION MULTI YEAR PROJECTS
ALL ITEMS MUST BE PURCHASED IN ACCORDANCE WITH THE STATE PUBLIC PROCUREMENT ACT

	JUNE 1, 2000 - MAY 31, 2001			JUNE 1, 2001 – MAY 31, 2002			JUNE 1, 2002 - MAY 31, 2003		
PROJECT FUNDING Itemize each project expense	RSIF Dollars Requested	Local Cash Match	Total	RSIF Dollars Requested	Local Cash Match	Total	RSIF Dollars Requested	Local Cash Match	Total
PURCHASE OF SERVICE: RSIF funds may be used to purchase units of a service, for example: # transportation trips. Give a brief description of the service, # of units to be provided and cost per unit.									
PERSONNEL, CONSULTANTS: RSIF funds may be used for personnel, new or existing, not funded through existing revenue of the organization. Provide title for the position, salary/benefits or hourly/daily wage, and number of work hours/days planned.									
EQUIPMENT: List the equipment requested.									
OTHER: RSIF funds may be used to reimburse such costs as printing, postage, office supplies, telephone, travel reimbursement @ \$.27/mile. List below.									
TOTAL									

Note the following:

- This is a reimbursement grant, with payment made after the service is provided.
- These figures will become part of a State Contract between the DSB, DRS and the Subgrantee. Funds unexpended as of May 31st cannot be rolled over into the next year.
- Support through state incentive funds for staff and operating costs should be reduced each year.
- The total for the local match column should equal only the percentage of local match required for your grant. Match cannot be in-kind or state funds.
- For fiscal year 2001 through 2003, all services must conclude by May 31st and all invoices for goods and/or services must be received by DRS by June 9th of the respective fiscal year.

Guidelines for Establishment and Operation of the State Rehabilitative Services Incentive Fund

Overview

The State Rehabilitative Services Incentive Fund (RSIF) is a short-term, non-renewable, stimulus funding designed to promote investment in meeting the needs of individuals with physical and sensory disabilities. An amount of state funds will be allocated for each Disability Services Board (DSB). Boards may access these funds by submitting a grant proposal. The State RSIF may be used for one-time or multi-year proposals. The State RSIF grants are reimbursement grants. Access to the State RSIF requires matching funds, which a board may generate from local government, philanthropic organizations, fund raising, business and industry, and advocacy organizations. Boards will use the state incentive grant and matching funds to allow service providers to develop, expand, establish, or demonstrate a desired service or program needed by the community.

The Code of Virginia establishes incentive funds at both the state and local levels. Subsection A of § 51.5-50 establishes a State RSIF "administered by the Department of Rehabilitative Services to meet programmatic and individual recipient needs not otherwise met through existing federal, state, or local programs, and to develop community programs to meet the needs of persons with physical and sensory disabilities." In addition, § 51.5-51 states "local disability services boards may establish a local rehabilitative services incentive fund and may make expenditures from such fund to meet programmatic and individual recipient needs not otherwise met through existing federal, state, or local programs and to develop community programs to meet the needs of persons with physical and sensory disabilities."

Purpose of the RSIF

1.1 The guiding principles for the Rehabilitative Services Incentive Fund are:

- A. To serve as a first step in the development of the community-based, consumer-focused service delivery system envisioned by the Commission on the Coordination of the Delivery of Services to Facilitate the Self-Sufficiency and Support of Persons with Physical and Sensory Disabilities in the Commonwealth.
- B. To establish fiscal incentives for state and local commitment of resources to address needs identified by a DSB for new programs or expanded access to existing services. The State RSIF cannot be used to supplant the existing funding of a service operating in the community. Participation in the RSIF is a local option.
- C. To provide seed money for program innovation and coordination of services among organizations, jurisdictions, and Disability Services Boards.
- D. To enable DSBs to serve as catalysts by leveraging resources for services from multiple private and public sources and to stimulate statewide expansion of models that work.

Allocation System

The Code of Virginia requires that the Disability Services Council (DSC) develop a grant allocation system which requires local match.

- 2.1 The resources of the State RSIF shall be distributed in a manner that promotes equitable access for all DSBs. Each DSB shall receive an allocation which reflects the number of individuals with disabilities residing in the localities participating on that board. Numbers of people shall be estimated using a composite measure of prevalence data for individuals with physical and sensory disabilities and reliable service or benefit related counts.
- A. With updating and revision, as necessary, to be performed on a biennial basis, this composite allocation measure shall include the following:
1. Clients with physical and sensory disabilities served through the Department for the Deaf and Hard-of-Hearing's interpreter service program.
 2. Clients with physical and sensory disabilities served through the Department for the Deaf and Hard-of-Hearing's technical assistance program.
 3. Clients with physical and sensory disabilities served through the Department for the Visually Handicapped's programs.
 4. Clients with physical and sensory disabilities served through the Department of Rehabilitative Services' vocational rehabilitation program.
 5. Students with physical and sensory disabilities served through local public schools (K-12).
 6. Recipients of Supplemental Security Income.
 7. Beneficiaries of Social Security Disability Insurance.
 8. Numbers of individuals age 16 and older who, through the US Census, are self-identified as having a disability.
- B. A minimum allocation will be established by the Disability Services Council to insure the viability of the fund for communities with small numbers of individuals with disabilities. The minimum allocation is set by the Council at \$5,000.
- C. The Department of Rehabilitative Services will provide the DSC with updated individual allocations each year to ensure responsiveness to changing conditions.
- D. A board's decision not to access all or part of its State RSIF allocation will not reduce its allocation in subsequent years.

- E. State funds remaining from boards that have decided not to access all or part of such allocation shall be pooled to make supplementary allotments through a competitive grant review process. Supplementary allotments are one-year incentives that do not increase the board's allocation in later years.

2.2 DSBs must provide local matching funds in order to access the State RSIF. The local match may be either public or private funds, or a combination.

- A. Local match is required for both the State RSIF allocation and any supplementary allotments.
- B. The local match rate is 10%, adjusted based on the per capita revenue generating capacity of the localities within an individual DSB. Any such adjustment shall be capped at 10 percentage points over the unadjusted local match rate. The DSC shall update these adjustment factors on a biennial basis.
- C. Non-cash contributions (In-kind) shall not be accepted as part of the requisite local match.

Application Criteria

3.1 Applications must be consistent with the purposes of the State RSIF and meet the following criteria:

- A. Support may only be sought for short-term, non-renewable, stimulus funding leading to:
 - (1) Expanded service delivery, planned and coordinated through community resources; or
 - (2) Pilot testing or demonstration of a model program or service delivery strategy for possible state or local adoption.
- B. The proposed project must:
 - (1) Increase capacity through creation of a new program, improve accessibility of a previously inaccessible program, or expand an existing program;
 - (2) Broaden the range of service options for eligible individuals; or
 - (3) Enhance the overall service delivery system.
- C. The proposal must also directly support one or more of the following goals:
 - (1) Inter-organizational coordination, cooperation, or resource pooling;
 - (2) Establishment of innovative direct service programs;

- (3) Collaboration or delivery of services across programmatic and/or jurisdictional boundaries;
- (4) Development of a comprehensive, consumer-focused service delivery system; or
- (5) Service for under-served or unserved populations, including ethnic and cultural minorities with physical and sensory disabilities.

3.2 Access to the State RSIF for an individual project or program is time-limited, based on the needs and design of the project and the justification by the DSB. Access to the State Rehabilitative Services Incentive Fund beyond the third year of funding either of one-year or a multi-year proposal is prohibited unless otherwise ruled by the DSC based on documented community need. In the event that a DSB submits a request for a project that has already received three years of RSIF funding, the Council will give special consideration to that proposal based on the following:

- likelihood that the service would not be provided without RSIF funding;
- documentation of search for and likelihood of continuation of services through other funding if current request is extended;
- evidence of increased financial involvement by local government; and
- number of people to be served by the program.

Two types of projects are funded through the RSIF:

A. One-year projects. RSIF funds are available to support one time, non-recurring costs that cover only one year, as follows:

One-year Projects	
RSIF grant funds may be used to pay for:	RSIF grant funds may <u>not</u> be used to pay for:
<ul style="list-style-type: none"> • Purchase of units of a given service. • Consultant services on an hourly or daily rate. • Equipment related to the described project. • Other costs related to the project, such as, printing, postage, and office supplies. 	<ul style="list-style-type: none"> • Personnel costs for one-year projects. • Services or accommodations that are required under a state or federal law, such as the Americans With Disabilities Act (ADA) or the Individuals With Disabilities Education Act (IDEA). • Studies for the purpose of identifying needed services for people with physical and /or sensory disabilities or gathering data with no tangible product or service. • Services, personnel or accommodations that are currently funded with another revenue source.

- B. Multi-year projects. RSIF funds are available for projects of two to three years in duration. These projects are intended to initiate a new service or to demonstrate a service model. Support through state incentive funds for staff and operating costs should be reduced each year. Funding beyond the first year of a multi-year contract is contingent on continued appropriations to the State RSIF. Funds are available, as follows:

Multi-year Projects	
RSIF grant funds may be used to pay for:	RSIF grant funds may <u>not</u> be used to pay for:
<ul style="list-style-type: none"> • Purchase of units of a given service. • Personnel, new or existing, <u>not</u> funded through existing revenue of the organization for multi-year projects. Consultant services on an hourly or daily rate. • Equipment related to the described project. • Other costs related to the project, such as, printing, postage, and office supplies. 	<ul style="list-style-type: none"> • Services or accommodations that are required under a state or federal law, such as the Americans With Disabilities Act (ADA) or the Individuals With Disabilities Education Act (IDEA). • Studies for the purpose of identifying needed services for people with physical and /or sensory disabilities or gathering data with no tangible product or service. • Services, personnel or accommodations that are currently funded with another revenue source

- 3.3 DSBs may access the State RSIF on behalf of services or programs from private, non-profit, local, state, and federal service providers. Such providers include, but are not limited to employment service organizations, centers for independent living, advocacy groups, and community service providers.
- 3.4 The Code of Virginia requires that Disability Services Boards “administer the Rehabilitative Services Incentive Funds, if received, through the designated fiscal agent in accordance with the approved expenditure plan.” To be eligible for funding through the Rehabilitative Services Incentive Fund, a DSB must designate a Fiscal Agent that meets the following definition:
- A. The Fiscal Agent must be a local government entity or a 501(c)(3) organization.
- B. The Fiscal Agent assures accountability at the local level for funds expended by the Disability Services Board and maintains records on behalf of the DSB. The Fiscal Agent reviews all invoices submitted for reimbursement through the Rehabilitative Services Incentive Fund to assure accuracy of information, adherence to grant and contract requirements, and inclusion of proper documentation. The Fiscal Agent

cannot be the same entity contracted to provide the service under the grant except in those circumstances where adequate segregation of duties has been proven in writing and approved by the Department of Rehabilitative Services (DRS).

- C. Rehabilitative Services Incentive Fund grants are reimbursement grants. DRS can make payment either to the Fiscal Agent or directly to a Subgrantee, whichever reimbursement method the locality chooses.

3.5 The Disability Services Board, as the Grantee, is responsible for assuring that the Subgrantee meets the performance deliverables as outlined in the contract. This accountability is defined in the Grant contract and requires that the Disability Services Board, through either their local government staff or the Fiscal Agent, tracks and documents such performance.

Grant Proposal Development

4.1 The DSB shall submit its State RSIF grant request to the Department of Rehabilitative Services for review and screening. DRS shall use an interagency and consumer panel for this initial review and screening. The DSB shall include the following information for each service or program proposal contained within that request:

- A. Project Description that defines purpose and duration of the project and details in concrete terms how the requested funds will be used, the goals of the project and what equipment, services, or programs will be provided.
- B. Impact of project on people with physical and sensory disabilities describing in measurable terms direct benefit from the project; how the proposal will increase the availability, accessibility, and/or quality of services to people with physical and/or sensory disabilities in the service area; and how many people will receive services.
- C. Operating Plan including identification of a designated fiscal agent; an implementation plan; a time line; involvement of consumers in project planning, implementation, and evaluation; and documentation of formal and informal relationships with relevant stakeholders.
- D. Budget for the requested duration of State RSIF support (single year or up to three years for multi-year proposals).
- E. Needs Assessment Findings. Applicants must describe how the proposed project responds to the most current needs assessment findings of the local DSB.
- F. Certification of the availability of local matching funds, including both public appropriations and private donations, and commitment by the local source to provide the matching funds during the defined grant period.
- G. Community Collaboration, inter-organizational coordination and resource pooling, is a critical component in the development of RSIF projects. Additionally, a guiding

principle of the RSIF is collaboration or delivery of services across programmatic, DSB or other jurisdictional boundaries. Applicants are asked to describe how the proposed project involves community organizations, consumer groups, businesses, and/or government organizations. Collaboration is a necessary factor in funding approval for transportation projects.

Grant Award Process

- 5.1 The Department of Rehabilitative Services shall use an interagency and consumer panel to review all RSIF applications for compliance with the guidelines and submission of all required proposal documentation. The Disability Services Council shall provide a final review of each board's grant request for consistency with the State RSIF guidelines.
- A. DRS may consult with or provide technical assistance to a DSB as part of this review process if documentation is found to be missing, insufficient, or unclear.
 - B. DRS may also consult with a DSB regarding budget clarification and options for improved cost efficiency and effectiveness.
 - C. In support of final review by the Disability Services Council, DRS shall prepare recommendations for funding and a summary of all request proposals including those who do not meet the criteria.
- 5.2 Any DSB whose initial proposals do not meet the guidelines will have 30 days from receipt of a denial letter to appeal to the DSC in writing. Following the appeal period, the DSC shall direct DRS to make supplementary allotments to individual boards utilizing the competitive grant process established in Section 5.4.
- 5.3 Upon approval by the Disability Services Council, the Department of Rehabilitative Services shall issue grant awards for all approved proposals. Funding of second and third year access for multi-year proposals shall be contingent on the appropriations of the General Assembly and therefore can not be guaranteed at the time of first year funding.
- 5.4 Following issuance of the initial grant awards, the Disability Services Council shall competitively award any uncommitted resources remaining in the State RSIF.
- A. The Council shall request proposals for use of uncommitted funds, with competition open to all DSBs. Participating DSBs must provide the 10% requisite local match of the total project amount to receive funding.
 - B. Submission, screening and final review procedures for these competitive grants shall parallel those employed for the initial access to the State RSIF.
 - C. Funds under these competitive awards may be used for the purchase of units of a given service, purchase of equipment or to expand a project or service already supported by an initial State RSIF grant.

D. Awards shall be based on the strength of the program description, as presented in the grant proposal; potential impact; documentation of need through the needs assessment process; and any program priorities which the Council may establish.

5.5 The Department of Rehabilitative Services is authorized to make grants approved by the Disability Services Council for programs and services for persons with physical and sensory disabilities to boards whose grant applications comply with the guidelines developed by the Disability Services Council.

5.6 All awards will require a DSB to (a) monitor progress of funded projects in accordance with operating and expenditure plans, and (b) provide a summary report at the completion of the project or at the end of the fiscal year on the outcomes of the RSIF supported programs. The Department of Rehabilitative Services may require interim progress reports for particularly complex or large grant awards.

5.7 The Department of Rehabilitative Services will provide a summary of RSIF grant awards annually to DSBs.

12/10/93	Disability Services Council Approved
10/07/98	Disability Services Council Revised
10/21/99	Disability Services Council Revised